

**CITY COUNCIL WORK SESSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, March 14, 2017, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen  
Councilmember Jill Johns  
Councilmember Mark Kuzma  
Councilmember John LeTourneau  
Councilmember Chris Riley  
Councilmember Melody Shryock  
Councilmember Kristine Williams

Also Present: City Administrator Kurtis Ulrich  
Human Resources Manager Colleen Lasher  
Community Development Director Timothy Gladhill  
Asst. City Administrator/Economic Development Manager Patrick Brama

**1. CALL TO ORDER**

Mayor Strommen called the City Council Work Session to order at 5:35 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: City Board and Commission Interviews**

City Administrator Ulrich reviewed the staff report and the number of applicants that the Council would be interviewing tonight. He explained that each candidate would be given a ten-minute timeframe for their interview. He stated that there are four incumbents that are recommended for reappointment and reviewed the available positions for each Board and Commission. He explained the scoring process the Council should record during the interviews and noted that following the interviews, staff will tabulate the score cards to assist in the discussions of the Council.

The Council conducted interviews for available Board and Commission positions and asked the same six questions of each applicant.

City Administrator Ulrich noted that if the Council has scored the interviews they could provide those to staff to tabulate between the break.

Mayor Strommen noted that there are still three candidates to be interviewed following the regular Council meeting.

## **RECESS AND RECONVENE**

The Council recessed the work session at 6:55 p.m.

The Council reconvened the work session at 8:27 p.m.

### **2.01: City Board and Commission Interviews (continued)**

The Council continued to conduct interviews for available Board and Commission positions, asking the same six questions of each applicant.

Asst. City Administrator/Economic Development Manager Brama tabulated the interview scores using the written input from the Council.

City Administrator Ulrich reminded the Council that there are four incumbents that are recommended for re-appointment and noted that discussion should begin there, reviewing the open vacancies on each Board and Commission.

Mayor Strommen referenced the Planning Commission and stated that one of the incumbents states that she can only serve one of the four years in the term. She stated that there are a lot of good candidates and her concern would be that some people may not choose to reapply.

Councilmember Kuzma agreed that it would not be fair to have someone serve one year of a four-year term and believed that a new applicant should be chosen.

Councilmember Riley stated that the Planning Commission has a long learning curve and noted that if that incumbent is replaced now the majority of the Commission would be composed of new members. He asked if the Council could choose an applicant to become active in one year.

Human Resources Manager Lasher noted that applicants are advised that their application would be on file for one year and although the City has not done that in the past, it could be done.

Mayor Strommen asked if the applicant could be made aware that they would become effective in one year, meaning that they would become effective when the vacancy occurs.

Councilmember Shryock stated that could help the learning curve as if the applicant knows they will become active in one year, they may learn more information during that one year term before they become active.

City Administrator Ulrich stated that his concern is that the incumbent on the Planning Commission has not made the point clear yet as to if she would be vacating the term after one year. He stated that staff has discussed this and there is a lot going on with the Planning Commission this year with the Comprehensive Plan and therefore it would be nice to have that knowledge continue on.

Community Development Director Gladhill stated that the incumbent has been a great contributor to the Planning Commission. He stated that The COR Development Plan and Comprehensive Plan update are both occurring at this time. He noted that additional funds have been budgeted towards training and therefore they are able to get new Commissioners up to speed faster.

Councilmember Shryock stated that if nothing precludes the Council from appointing someone now to begin their term in one year, that would be great, as the incumbent could continue for the next year and the new appointee could gain traction and be ready to go when the incumbent leaves.

Mayor Strommen stated that the Council would need an effective date and perhaps a conversation can occur with the incumbent.

Human Resources Manager Lasher stated that the incumbent specifies a date of March 31, 2018 in her letter.

City Administrator Ulrich stated that perhaps that date was chosen because the incumbent knows that is when the recruitment occurs.

Mayor Strommen stated that it is her experience that people that are not chosen do not apply again and therefore she would like to solidify the date and have someone set up to take the position from this pool of applicants.

City Administrator Ulrich noted that there is often turnover during the course of the year.

Councilmember Williams stated that she is in favor of reappointing the incumbent until her official notice of resignation is provided.

Councilmember Kuzma stated that he would prefer to replace the incumbent with a new applicant.

Mayor Strommen suggested appointing the incumbent to the date she specified in her application, March 31, 2018 and the new applicant would become effective on that date.

Councilmember LeTourneau stated that he agrees that the incumbent should stay but noted that there has been a lot of turmoil on the Planning Commission and it feels as if there is a lot of instability. He stated that the more that new members are introduced, it will be harder on the leadership and to be productive. He agreed that the incumbent should remain on the Commission for the one year term.

It was the consensus of the Commission to reappoint the incumbent to the Planning Commission, directing staff to work with her to define her exact resignation date and appointing a current applicant to begin on that date.

The Council discussed the applicants and on which Commission or Board they would best fit.

Community Development Director Gladhill noted that there was a member of the Comprehensive Plan Steering Committee and that could be an opportunity to keep someone engaged until the additional vacancy opens on the Planning Commission.

It was the consensus of the Council to appoint Jennifer Leistico (four-year term) and Charles Tchuinkwa (two-year term) on the Parks Commission; and to appoint Cheri Gengler (full term) to the Planning Commission and Matt Woestenshoff to the Comprehensive Plan Steering Committee (effective immediately) and to the Planning Commission (effective April 1, 2018).

**3. TOPICS FOR FUTURE DISCUSSION**

**3.01: Review Future Topics/ Calendar**

Noted.

**4. MAYOR / COUNCIL / STAFF INPUT**

None.

**5. ADJOURNMENT**

The Work Session of the City Council was adjourned at 9:34 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

---

Jo Ann M. Thieling  
City Clerk

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*